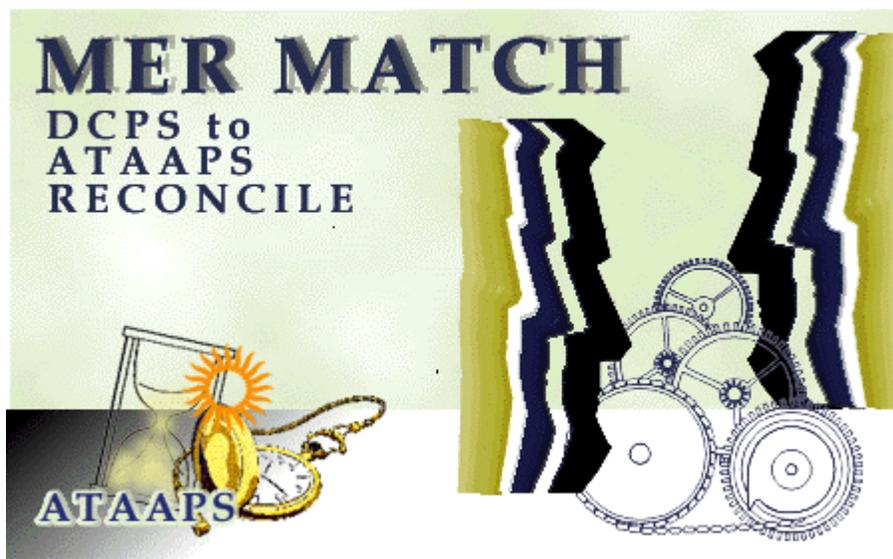


Volume

5

SYSTEMS ENGINEERING ORGANIZATION, PENSACOLA (SEOPE)

Automated Time Attendance and Production System (ATAAPS) Windows Application, Version 3.06



MER Application

User's Manual

MER Application

User's Manual

31 January 1999

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CHAPTER 1- GENERAL INFORMATION

WHAT IS THE ATAAPS MASTER EMPLOYEE RECORD (MER) APPLICATION?

The ATAAPS MER Application provides an automated method for populating the ATAAPS data base with pertinent employee-related information. It also provides for an automated reconciliation of selected information between the MER and the ATAAPS data base.

GETTING STARTED

Before running the ATAAPS MER application, as a minimum, your DBA (and/or Systems Administrator) (*with assistance, as requested, from the **SEOPE Technical Support staff***) must perform these preliminary steps:

- Create the ATAAPS data base.
- Access the main ATAAPS application and insert all applicable information into each of the fields on the **Settings Tab** of the **Administration Window**. (*NOTE: Initially, the DBA/System Administrator should be assigned as the overall Project Manager. Once the MER data has been loaded, the proper overall Project Manager should be assigned.*)
- Create the flat (text) file (*in the required format*) containing the appropriate personnel-related information.

Consult the ATAAPS "Installation Guide" and "System Administrator's Guide" for additional information relative to "getting started" with ATAAPS.

CHAPTER 2 - BUILD PROCESS

BUILDING THE ATAAPS DATA BASE WITH INFORMATION FROM THE MER

To build employee records in the ATAAPS data base from the MER:

1. Open the ATAAPS MER Application.
2. Click on the **Build** button (or click on Utilities on the main menu ; then click on Build Employee Record), which opens the:

Build Master Employee Record Wizard

Respond to each of the windows in the wizard, as indicated below:

Step 1.

Build Master Employee Record Step 1 of 7

ATAAPS
MER
MATCH

Welcome to the ATAAPS Master Employee Record wizard. This window allows you to select an existing MER file .

Enter MER file name or click on Browse button if unknown.

< Back Next > Cancel

Enter the name (and full path) of the MER Format II file you will be using to populate the ATAAPS data base. Click **Next**. (If you are unsure of the exact path of the file, you can click on the *Browse* button and make your selection.)

Step 2.

Build Master Employee Record Step 2 of 7

ATAAPS
MER
MATCH

Must pick the UIC to load database.

w4MM49

< Back Next > Cancel

Select the UIC which will be associated with the ATAAPS data base. Click **Next**. (*NOTE: There can be only one UIC per data base.*)

Step 3.

Build Master Employee Record Step 3 of 7

ATAAPS
MER
MATCH

Enter a User ID and password to log onto
DCPS MER System (ATAAPS).
Last Connected to ts_smrdd_ssa_nt

User ID:

Password:

Database:

DBMS:

DataSource:

Server:

DBParm:

< Back Next > Cancel

Insert the proper User ID and password. (If appropriate, click the **More** button to select the proper data base and insert any other applicable information.) Click **Next**.

Step 4.

Build Master Employee Record Step 4 of 7

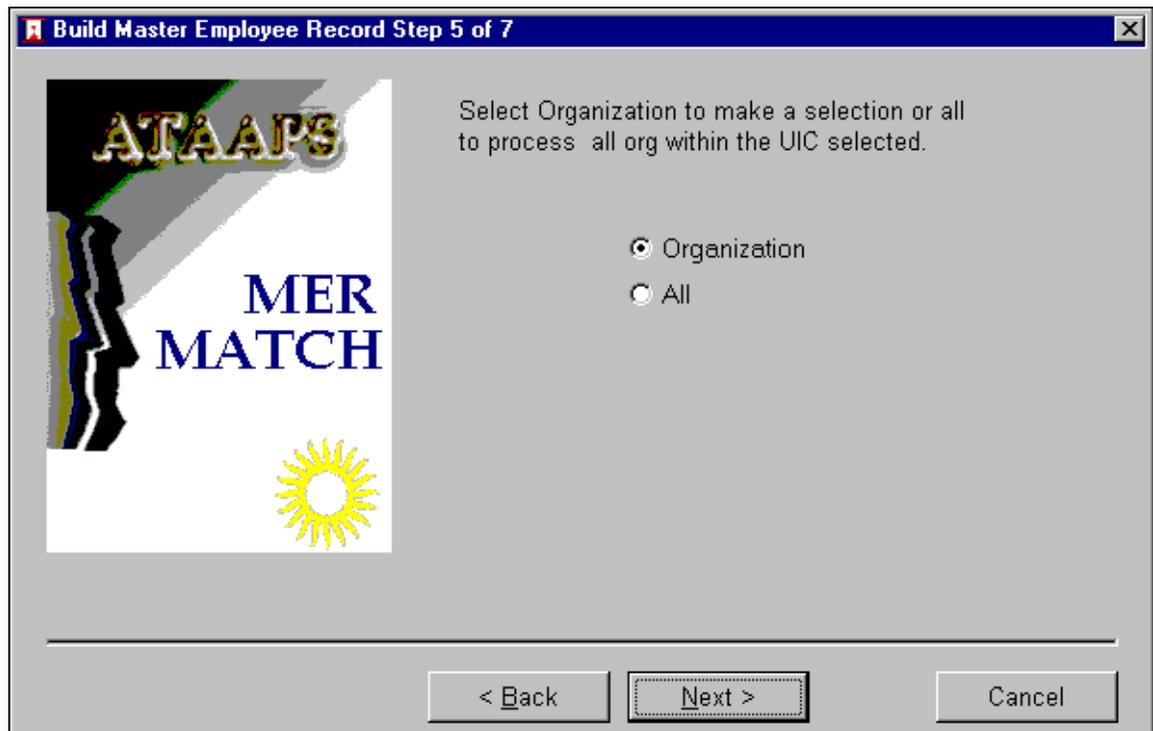
ATAAPS
MER
MATCH

Select Method to Make Logon ID's

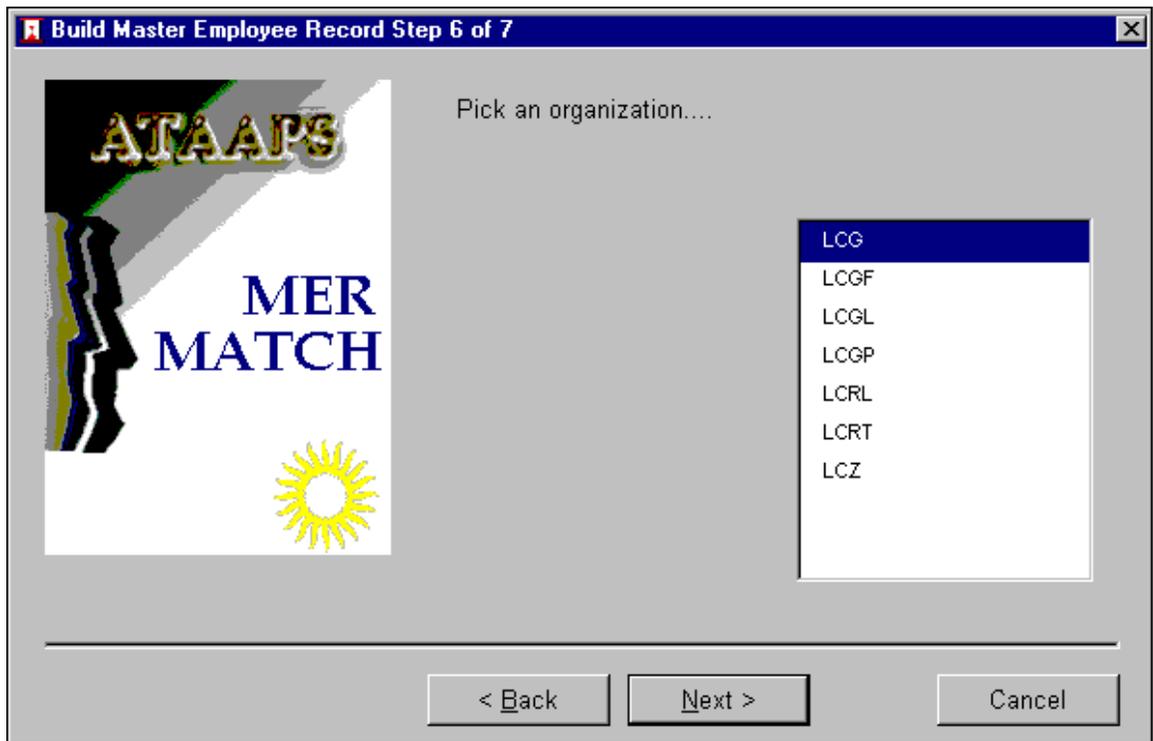
- First Initial plus 7 positions Last Name
- 7 positions Last Name plus First Initial

< Back Next > Cancel

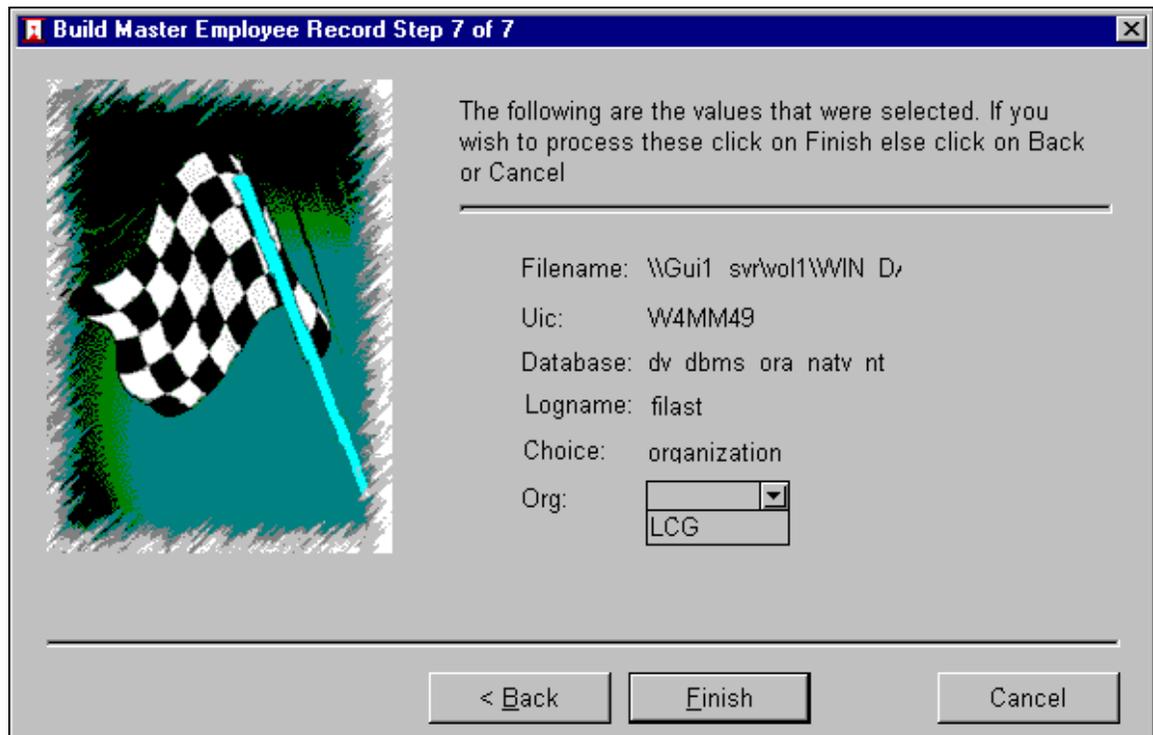
Choose the method to be used to generate user logon IDs. *(NOTE: Each organization should verify the user logon IDs in the Personnel Management Window of the main ATAAPS application once this MER build process has been completed.)* Click **Next**.

Step 5.

Choose the name(s) of those organization(s) which will be processed. If you choose the "Organization" level option, another window (*step 6*) will appear. If you choose the "All" option, simply click **Next** and the last window (*step 7*) will appear.

Step 6.

If you chose "organization" level in Step 5, you must now choose which specific organizations are to be built. Once you have made your selection(s), click **Next**.

Step 7.

The last window in the wizard simply provides a final view of the options that were selected in the previous steps. If the information is correct, simply click **Finish**.

3. Once the **Build Master Employee Record Wizard** has closed, this window is displayed:

Build Master Employee Record Window

The two tabs on this window are:

- **Employee** - This tab lists the employee records that were read during the Build Process. These records will be added to the ATAAPS data base once the user has clicked the Save button.

Employee				
SSN	First Name	Last Name	Open Date	Logname
	PHILIP R JR	HARKINS	11/23/97	pharkins
	DALE W	RUNYON	11/23/97	drunyon

- **Control Totals:**

Control Totals	
Total File Records Read:	198
Total Records Processed:	2
Total Employees:	2
Total Organizations:	1
Total Rosters:	1

- ◇ **Total File Records Read** - the total number of records on the initial file that were read into the wizard (*which includes header and footer records*).
- ◇ **Total Records Processed** - of the total records initially read into the wizard, how many were actually processed during this build cycle. (*NOTE: If an employee's SSN already exists in the data base, then his/her record will NOT be processed as part of this build cycle.*)
- ◇ **Total Employees** - of the total records processed, how many employees were created.
- ◇ **Total Organizations** - of the total records processed, how many organizations were created.
- ◇ **Total Rosters** - of the total records processed, how many certification rosters were created.

4. Click the **Save** button to post the records to the ATAAPS data base.

CHAPTER 3 - RECONCILIATION PROCESS

RECONCILING THE ATAAPS DATA BASE WITH THE MER

To reconcile the ATAAPS data base with information from the MER:

1. Open the ATAAPS MER Application.
2. Click on the **Reconcile** button (or click on Utilities on the *main menu* ; then click on Reconcile to MER), which opens the:

Update Master Employee Record Wizard

Respond to each of the windows in the wizard, as indicated below:

Step 1.

Update Master Employee Record Step 1 of 5

ATAAPS
MER
MATCH

Welcome to the ATAAPS Master Employee Record wizard. This window allows you to select an existing MER file .

Enter MER file name or click on Browse button if unknown.

< Back Next > Cancel

Enter the name (and full path) of the MER Format II file you will be using to update/reconcile the ATAAPS data base. Click **Next**. (If you are unsure of the exact path of the file, you can click on the *Browse* button and make your selection.)

Step 2.

Update Master Employee Record Step 2 of 5

ATAAPS
MER
MATCH

Must pick the UIC to load database.

w4MM49

< Back Next > Cancel

Select the appropriate UIC. Click **Next**. (NOTE: There can be *ONLY* one UIC per data base.)

Step 3.

Update Master Employee Record Step 3 of 5

ATAAPS
MER MATCH

Enter a User ID and password to log onto DCPS MER System (ATAAPS).
Last Connected to dv_dbms_ssa_nt

User ID:

Password:

Database:

DBMS:

DataSource:

Server:

DBParm:

Enter your logon and password. *If necessary, click the **More** button to select the proper data base.* Click **Next**.

Step 4.

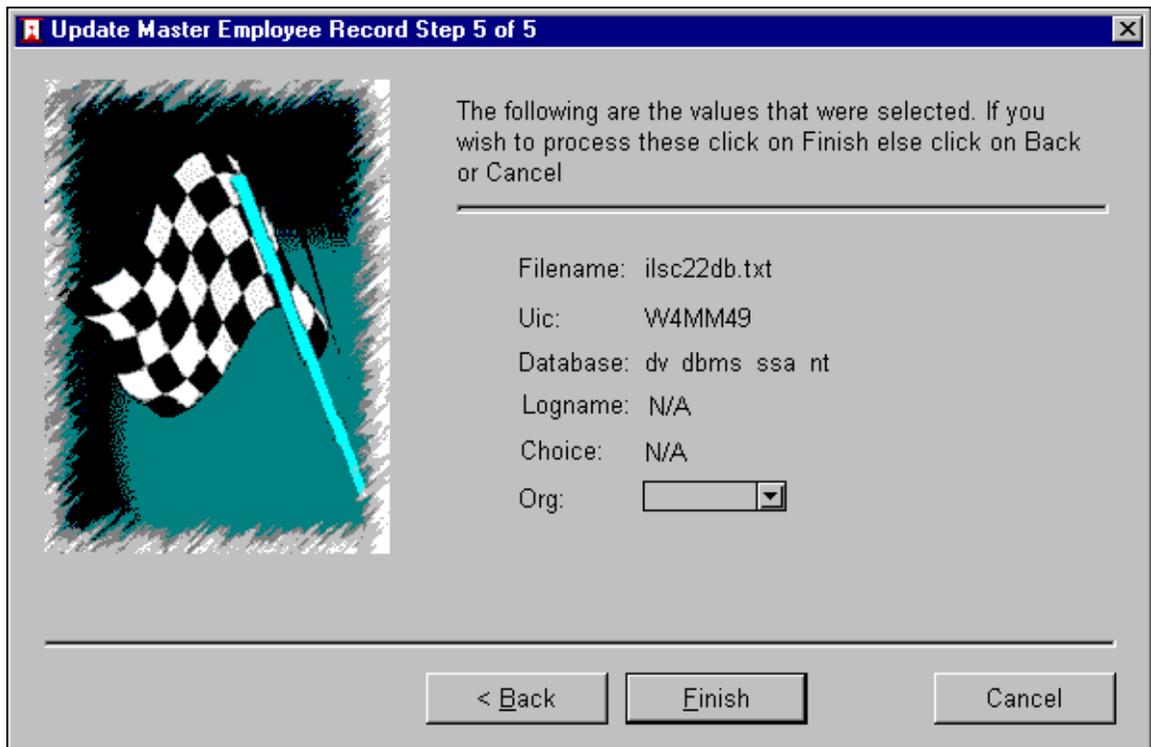
Update Master Employee Record Step 4 of 5

Select the Pay Period Begin date for the Pay Period the MER Reconciliation is Effective For:

Pay Period Begin Date 

< Back Next > Cancel

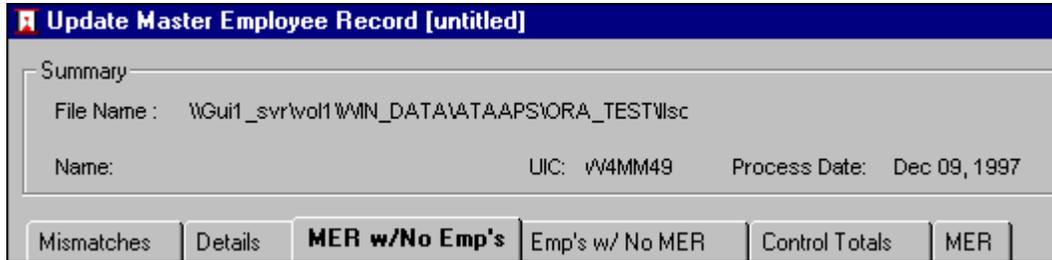
Insert the pay period beginning date of the pay period for which the MER Reconciliation will be effective. Click **Next**.

Step 5.

The last window in the wizard simply gives you a final view of the options that were selected in the previous steps. Click **Finish** to continue.

- Once the **Update Master Employee Record Wizard** has closed, this window is displayed:

Update Master Employee Record Window



The six tabs on this new window are:

- Mismatches** - displays a listing of those employees whose record in the ATAAPS data base does not match the data on the MER.

Mismatches		
SSN	First Name	Last Name
000-00-0003	WILDER D	BROOKS
000-00-0011	CARMEN L	BROWN
000-00-0012	DOUG	BALDWIN

- Details** - displays detailed information about those records that are mismatched.

Details														
SSN	System Date	First Name	Last Name	DCPS MER Emp Type	ATAAPS Emp Type	DCPS MER Graded Ungraded	ATAAPS Graded Ungraded	DCPS MER Emp Status	ATAAPS Emp Status	DCPS MER Work Schedule	ATAAPS Work Schedule	DCPS MER Alternate Schedule	ATAAPS Alternate Schedule	Close Date
000-00-0003	12/7/97	WILDER D	BROOKS					K	A					
000-00-0011	12/7/97	CARMEN L	BROWN	S	R									
000-00-0012	12/7/97	DOUG	BALDWIN			U	O							

- **MER w/No Emp's** - displays those employees whose names are on the MER but are not on the ATAAPS data base. (*NOTE: You must access the Personnel Management Window of the main ATAAPS application to manually add these employees to the data base.*)

MER w/No Emp's		
SSN	First Name	Last Name
	PHILIP R JR	HARKINS
	DALE W	RUNYON
	LOUIS W	CONNELL

- **Emp's w/No MER** - displays those employees whose names are on the ATAAPS data base but are not on the MER. (*NOTE: It is recommended that you investigate any such records and take necessary corrective action.*)

Emp's w/ No MER		
SSN	First Name	Last Name
000-00-0000	DATABASE	ADMINISTRATOR
100-00-0001	GREGORY L	SHANDERA
100-00-0003	JAMES D	ADEN

- **Control Totals** - displays summary information about the records that were processed.

Control Totals	
Total File Records Read:	12
Total Records Processed:	12
Total Employees:	12
Total Status:	1
Total Type:	1
Total Graded:	1
Total Work Schedule:	0

- ◇ **Total File Records Read** - the total number of records read from the MER update file (*including the header record*)
- ◇ **Total Records Processed** - the total number of records that were actually processed into the data base.
 - * **Total Employees** - of the total number of records processed, how many employees had a mismatch between ATAAPS and the MER

- * **Total Status** - of the total number of mismatches, how many were because the status codes were different
 - * **Total Type** - of the total number of mismatches, how many were because the type codes were different
 - * **Total Graded** - of the total number of mismatches, how many were because the graded/ungraded code was different
 - * **Total Work Schedule** - of the total number of mismatches, how many were because the work schedule was different
- **MER** - displays a total list of the records which were read from the MER.

MER				
SSN	First Name	Last Name	Open Date	Logname
000-00-0001	ROBERT W	RINES	12/7/97	rrines
000-00-0002	HEINRICH	BABAS	12/7/97	hbabas
000-00-0003	WILDER D	BROOKS	12/7/97	wbrooks

4. Click the **Save** button to post the changes to the ATAAPS data base. *Note, however, that the ONLY changes that will be posted to the data base are those impacting the Employee Status code; the graded/ungraded code; the Employee Type code; and the Work Schedule code.*

CHAPTER 4 - CREATING THE MER INPUT FILE

METHODS FOR CREATING THE MER INPUT FILE

There are three methods for ATAAPS customers to use in generating the flat (text) file which is needed by the ATAAPS Master Employee Record (MER) application to initially build portions of the ATAAPS data base.

- **Existing ATAAPS Mainframe Customers.** Current ATAAPS mainframe customers can use a flat (text) file of the bi-weekly ATAAPS Automated Time and Attendance Report. This report is produced in job stream DB74, Task IDs "BJRK" and "BJRM". The report RINs are B58G79 and B58R37, respectively.
- **Current Defense Civilian Payroll System (DCPS) Customers or Existing ATAAPS Mainframe Customers.** These customers can use a flat (text) file of the DCPS MER Format II Extract with the DCPS file identifier of P6631. *(NOTE: This is also the file that is used to reconcile the ATAAPS data base to the DCPS MER.)*
- **Other New Customers.** These customers can use a flat (text) file that meets file layout specifications provided by SEOPE.

FILE LAYOUT SPECIFICATIONS

File layout specifications for creating a flat (text) file to be used in the ATAAPS MER application can be obtained by contacting the SEOPE Technical Support staff .

CHAPTER 5 - TOOLBARS

Main Toolbar

The main toolbar is used to access the various processes that can be performed within the ATAAPS MER application.



- Build** Builds employee records in the ATAAPS database, using information from the MER.
- Reconcile** Reconciles selected employee information in the ATAAPS database to data extracted from the MER.
- Exit** Exits the application.

Secondary Toolbar

This toolbar becomes visible when the user is running either the build or reconcile process.

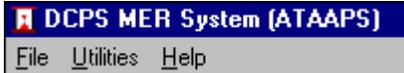


- Save** Saves the MER-related information to the ATAAPS database.
- Close** Closes the open window.

CHAPTER 6 - MENUS

Main Menu

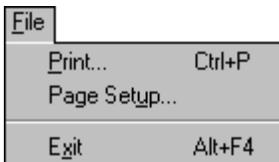
This menu is available when the application is first opened.



- | | |
|------------------|--|
| File | Provides access to printing-related capabilities and exiting the application |
| Utilities | Provides access to the build and reconcile processes |
| Help | Provides access to the application's Help file |

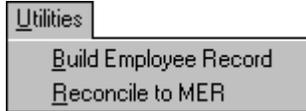
File Menu

This menu is an option available from the Main Menu . It allows for printing the displayed information.



Utilities Menu

The Utilities Menu is accessed from the main menu and provides an alternative method for running the build and reconciliation processes.



Build Employee Record

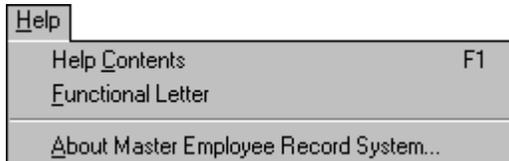
Opens the Build Master Employee Record Wizard

Reconcile to MER

Opens the Update Master Employee Record Wizard

Help Menu

This menu is one of the options available on the main menu and provides access to the application's Help file and information about the version of the application.



Help Contents

Accesses the application's Help file

Functional Letter

Describes the fixes and enhancements included in the latest release of the application

About Master Employee Record System

Provides information relative to the version of the application

File Menu, Build or Reconciliation Processes

This menu is available when either the Build Process or the Reconciliation Process have been completed.

File	
C <u>l</u> ose	Ctrl+F4
S <u>a</u> ve	Ctrl+S
P <u>r</u> int...	Ctrl+P
Page S <u>e</u> tup...	
E <u>x</u> it	Alt+F4

CHAPTER 7 - TECHNICAL SUPPORT

You can contact the Systems Engineering Organization, Pensacola (SEOPE) Technical Support staff by e-mail, fax, or telephone. Our normal business hours are Monday through Friday, from 6:30 a.m. to 4:30 p.m. CST. Outside of these hours, emergency calls will be handled immediately; other calls will be handled the next business day.

- **E-Mail:**
 - ataaps.info@dfas.mil
- **Fax:**
 - DSN: 922-1147
 - Commercial: 850-452-1147
- **Telephone:**
 - DSN: 922-2990, extension 310
 - Commercial: 850-452-2990, extension 310

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